



**State of Arizona  
Department of Education**

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Superintendent of  
Public Instruction

**To:** Alternate Assessment Test Coordinators  
**From:** **Audra Ahumada**, Director of Alternate Assessment

**ALERT: MSAA Next Steps – TAMs, MSAA Users, MSAA Training Modules, and External Observations**

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The MSAA test window will be open from March 27 through May 12, 2017.

**TAMs:** MSAA Test Administration Manuals (TAMs) have been shipped to Alternate Assessment Test Coordinators and will need to be distributed to Test Administrators. This year hard copies of the TAMs were sent based on the number of TAs at each LEA in the Student Selector Application. If you did not receive enough hard copies, the TAM can be downloaded or accessed electronically from the MSAA System homepage or ADE MSAA website:

<https://cms.azed.gov/home/GetDocumentFile?id=589df8991130c0097cdf4ff5>.

**MSAA Users:** The Alternate Assessment Unit has uploaded all Test Coordinators and Test Administrators. TCs should access the MSAA system and confirm that all users and students are in the system. **A Welcome email was sent from our contractor, Measured Progress, with login information.** If you or your TAs have not received the MSAA Welcome Email or if you need to add TAs, please notify us at [AssessingSWDs@azed.gov](mailto:AssessingSWDs@azed.gov). **Please do not add users or students to the MSAA system.**

If you have MSAA students that have withdrawn, keep a note. We will not remove the student from your list until the last week of the test window unless the student enrolls in another district.

If you have MSAA students who are no longer eligible, please email the Alternate Assessment Inbox ([AssessingSWDs@azed.gov](mailto:AssessingSWDs@azed.gov)) and provide only the student's SAIS ID and we will remove the student from your list.

**MSAA Training Modules:** The MSAA modules have been revised significantly! There are now only 6 modules for TAs and TCs. Both the MSAA TC and TA training modules and the quizzes will be available beginning March 13, 2017. Be sure to complete the TC training. TAs must complete the training and pass the final quiz before the MSAA testing window opens on March 27, 2017. These steps must be completed before access to the test materials is provided.

**External Observations:** If your LEA was selected for Alternate Assessment observations by our external consultants, the ADE Alternate Assessment Unit will notify you by March 9, 2017. External observers may be assigned to an LEA, a school, or a specific student. Please work cooperatively with the observers. This process helps us gather important information about the assessment.



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**Directions for Test Administration (DTA):** The Directions for Test Administration provide the scripts that must be used when the TA is administering the tests to their students. The DTA can be printed or downloaded and used electronically. Note: When a TA prints the secure DTA it will contain all questions.

**Stage Adaptive:** New for this year is the stage adaptive design. This means all students will participate in Session 1, for both ELA and mathematics. The TA will use the DTA and match it to the assigned form for their student. Then based on how the student performed in Session 1, they will be assigned items in Session 2 that are based on their performance in Session 1. Not all questions will be administered to all students. There is a training module that specifically addresses this new design.

We are looking forward to another successful administration. *Remember plan accordingly, start early, and contact our office if you have any questions.*